



Earth Frequency Festival 2025

Market Stalls Policies and Procedures

Thank you for your interest in running a market stall at Earth Frequency Festival 2025!

We are happy to provide this information and policies document, and encourage any interested stalls to apply as early as possible. In past years we have always filled our markets area to capacity, and we expect no the same for EFF2025.

Market Stalls 3mx3m - \$900+gst (includes 2 staff tickets) 3mx6m - \$1100+gst (includes 2 staff tickets) 6mx6m - \$1300+gst (includes 3 staff tickets)	Massage Stalls: 3mx3m - \$900+gst (includes 2 staff tickets) 3mx6m - \$1100+gst (includes 2 staff tickets) 6mx6m - \$1300+gst (includes 3 staff tickets)
Beverage Only Stalls: 3mx3m - \$1300+gst (includes 2 staff tickets) 3mx6m - \$1500+gst (includes 3 staff tickets) 6mx6m - \$1700+gst (includes 3 staff tickets) 9mx6m - \$2200+gst (includes 3 staff tickets)	Food & Beverage Stalls: 3mx3m - \$1800+gst (includes 2 staff tickets) 3mx6m - \$2000+gst (includes 3 staff tickets) 6mx6m - \$2500+gst (includes 3 staff tickets) 9mx6m - \$3000+gst (includes 3 staff tickets)

Additional Stall Tickets cost \$250

Staff Tickets

- Additional staff tickets are available for \$250+bf.
- Upon request, you will be sent discount codes to buy your extra tickets online. These are to be requested through marketstalls@earthfrequency.com.au
- A maximum of 4 additional staff tickets per stall is available unless by prior arrangement
- **Deadline for purchasing any additional staff tickets is September 15th.**
- **Please be aware that with our 20th anniversary edition and a fixed capacity venue, we are expecting a sell out event and so ticket requests must be lodged early. We can not guarantee availability of additional staff tickets in the final weeks.**



Payments

- Payment must be made within 14 days of receiving an offer, unless otherwise approved.
- Failure to make the payment on time may result in the offer for a stall being revoked.

Cancellation & Refunds

- Any stalls wishing to cancel their place will only be issued a refund on the condition that we are able to find a suitable replacement for your stall space.
- In the event of a refund being issued, there will be an admin fee of 15% of the total stall fee deducted from the refund.
- No refunds will be offered in any situation for cancellations after September 15th.

Arrival and setup procedures

- Arrival time for food & beverage stalls is from 9am Wednesday October 22nd between 9am and 4pm.
- Arrival time for all other stalls is from Thursday October 23rd between 9am and 1pm.
- Stalls are permitted to trade from 9am Friday October 24th.
- Although the festival program does not begin until Friday October 24th, the campsite begins its initial opening from Thursday October 23rd 9am for Deluxe Campers.

Run time and departure procedures

- EFF's official hours are midday Friday October 24th, through till 6pm Monday October 27th.
- Minimum trading hours are 9am - 8pm.
- Trading may continue until 2am for those who wish to trade late.
- Stall holders are permitted to play music at a reasonable level during the run time of the festival however, all music must cease by midnight each night, and by 10pm October 27th.
- Stalls wishing to trade after 10pm will be included in our late night trading area so please inform us if that is your intention. As the big stages at Earth Frequency close at midnight, it is expected that there will be a demand for food and interest in other stalls between midnight and 2am.
- Trading is permitted until midnight Monday October 27th for all stalls.
- Stall holders are not permitted to leave the event until after EFF's official trading hours have ended. If a stall holder needs to leave the event during these hours, it must be pre-arranged with the Market Stall Coordinator prior to the festival.
- All stallholders must vacate the festival site by 5pm Tuesday October 28th.
- Leave your stall space clean! It is not permitted to leave rubbish or mess in non-designated areas. If a stall holder departs the event leaving behind a mess in their space, they will lose their market stall bond and face potential blacklisting at future events.



Sound Systems / Amplified Music

- Market Stalls are permitted to set up small sound systems to create a good vibe in their stall.
- Volume and music choice should be considered to be respectful to stall neighbours
- Permitted running times of sound systems are 8am to midnight. No amplified music is permitted in market stalls after midnight.
- 10pm is the music cutoff time for amplified music in market stalls on Monday night.
- Market Stall holders must follow any additional directives from EFF staff during the festival regarding amplified music running times and volume levels.

Stall Spacing

The size of the shop each stall holder has requested in their application must be exact. This will be the full scope of the space allocated. There will be no room for additional parking spaces or structures that have not been previously requested and allocated. Stall spaces will be marked out and tagged for each stall holder.

There will be an allowance of 0.5m between stalls for foot access. We request that all stallholders avoid encroaching on the access space or your neighbours' stall space. You will be required to move if you do so. Any special placement requests must be made to the Market Coordinator prior to the festival.

Licensing and Legislation

Food and Beverage stalls must hold one of the following licences to be compliant with the legislation and eligible to operate within the Ipswich Region.

- A) Temporary food business licence issued by the Moreton Bay Regional Council for the festival dates
- B) Mobile food business licence (issued for food vehicles such as vans) issued by a Queensland Council valid at the time of the festival.

If your current operating licence is not from a QLD council, you will need a temporary licence from the Moreton Bay Regional Council for the festival dates www.ipswich.qld.gov.au

Site safety and dig limit policy

The festival venue has an extensive underground services network. As such, no ground piercing items can be placed deeper than 20 cm without management approval. DO NOT bring star pickets or posts and pierce the ground. Plan to bring sandbags or other weighting systems to stabilise your marquee from wind etc



Electrical Safety

Accurate and complete power usage requirements must be provided in each market stall application.

The amount of power included in your stall will be stated in the standard pricing allocations for each stall type in your stall agreement. If you require extra power the cost will be \$100 for each 10amp and \$200 for each 15amp

Any changes must be submitted to and approved by the Market Stall Coordinator prior to the festival.

It is mandatory that all appliances and leads are to be tested and tagged before use at the festival. If this has not been completed prior to the event, there will be a test and tag service on site for a fee. Any electrical appliances not compliant with the test and tag process will not be permitted for use. Failure to comply with this requirement will lead to discontinuation of your power supply.

All stalls are required to supply 50m of extension lead, per line of power and any necessary power boards. Stalls using just lights and small appliances will only require one line of power and one extension board. Food stalls using large appliances i.e. bain-maries, rice cookers, kettles will require 2 - 3 lines of power. There will be a qualified electrician on site on Thursday and Friday to assist all stalls to connect safely before commencing trade.

Due to some issues in previous years with stall holders plugging in extra power, for this year's festival, the distribution boards will be locked and approved tags will be tagged. Please do not attempt to tamper with the electrical distribution equipment or plug in additional power leads.



Gas Requirements

All stalls utilising gas appliances must comply with AS/NZS 5601. At smaller events you may have attended, these provisions may not have been enforced. Hosted at Woodfordia, Earth Frequency Festival currently requires full compliance with gas regulation. Items to watch out for (how to save money on gas rectification works) are:

- All gas works (eg set up of fryer, connections to 45kg LPG) must be carried out by a licensed person. Domestic/portable appliances connected to 8.5kg bottle do not require licensed gas fitting.
- All mobile catering vans must be compliant for commercial purposes and have a Gas System Compliance Certificate issued no older than 12 months from the date of inspection. A new Gas System Compliance Certificate will be issued for that gas system (for the period of the event only) if the mobile food van does not have one and a nominal fee will be charged.
- Portable/domestic appliances can only be run for a period of 2-3 hours maximum. Exceeding this time frame for continuous operation requires commercial appliances.
- Flexible hose must be no longer than 1.2m on commercial appliances (3m for domestic appliances). Copper installation may be required where distance from appliance to bottle needs to be greater than 1.2m. Copper pipe must be secured to timber (eg 70x35 pine) or similar substrate.
- All appliances are to be an approved appliance under the Queensland legislation and have Australian Gas Association or Queensland Gas Association approval number. These numbers are required for your gas certificate. Check your appliances are in good working order. You will not be permitted to use appliances certified for outdoor use indoors and vice-versa.
- Food trucks/vans – a separate gas certificate must be sought where appliances are used outside your truck/van (eg in a tent placed in front of van).
- Clearances – Where gas appliances are within 500mm of a flammable object (eg marquee wall), a fire proof barrier (eg fibre cement sheet) must extend min 1000mm above, 500mm the sides, and 500mm at floor level beyond the appliance.
- 45kg gas bottles must be mounted on a stable surface (eg 400mm concrete or similar paver) and be chained to an independent support (star pickets).
- Hot water systems designed for camping purposes are not permitted in stalls.
- Butane appliances are not permitted in stalls.
- When utilising gas equipment, minimum 50% of stall/venue must be open to allow ventilation (eg 2 walls open on a 4 wall marquee).
- Your system must have a pressure test point.
- Ring burners must have a fire resistant material under them (eg FC sheet at least 6mm thick).
- For safety reasons, gas cylinders above 9 kg (20lb) may only be transported on site by OUR Contractor. If you are transporting your own 9 kg gas bottles, only one per vehicle is allowed.
- Any non-compliant gas systems identified by Inspectors/WFF Contractors will be shut down until rectified by a licensed person.
- Our Stalls team are here to help. If you are unsure of any of the above items please contact us and we can provide further information and advice.



Plumbing and Waste Water Requirements

Under QBCC (Queensland Building & Construction Commission) regulations we are now required to lodge plumbing plans with council (for all food stalls) for approval by councils plumbing department.

If your stall includes a sink/sullage or water and/or hot water system you must include the location of these on submitted plans. Plans can be hand sketched. The easiest way is to draw your plan on paper and send us a photo of the plan.

Woodfordia Inc aims to not disturb the environment. It works hard to develop resources and techniques to safely remove our waste and effectively reuse it.

With every stallholder being mindful of this and applying systems within their stalls, we can work together to plumb up the stalls to satisfy everyone's needs and protect our waterways and precious lands.

We insist stallholders use biodegradable cleaning products that are not hazardous and are safe for our environment.

Please do not dump your used water on the ground or in the gardens, this is a direct breach of Environmental Laws in place across Australia.

- Double sink with taps for dishwashing.
- Sink with taps for hand washing.
- Hot water system (minimum 10 litres) attached to sinks.
- Waste line (50 mm PVC) to run 6m from back of stall – waterline able to run 6 metres from food preparation area with a 20 mm female line fitting to join to WFF male line.
- The stallholder will supply and maintain:
- Working sinks that must be installed by the stallholder and made easily accessible.
- A minimum 10 litres of hot water that needs to be available at-all-times via the hot water system. Hot water urns and gas systems designed for camping/personal use are not deemed appropriate.
- Sinks that must be used solely for the purpose installed.
- The festival will supply:
- Connection to drinking water.
- Waste-water disposal drain.
- 24/7 on call assistance during the festival



Animals and Pets Policy

The EFF Pet Policy is simple and clear: Do not bring them! This has been stipulated in festival guidelines and all The Earth Frequency Animal and Pet Policy is simple and clear: Don't Bring Them!

This is made clear in our publicly viewable festival guidelines and we expect all staff and crew to set the example and uphold this policy. No exceptions! You have months to plan and make arrangements for someone to mind your pet. This should need no explaining but here are the reasons:

- The festival takes place in a delicate natural environment and pets - especially cats and dogs - have a detrimental effect on wildlife and the local ecology, as well as the hygiene of the festival.
- Dogs especially are an issue and even well trained, well behaved dogs can act unpredictably in a chaotic, noisy festival environment with 1000's of new people and new situations and stimuli.

Restrictions on pets are necessary to provide a safe and hygienic festival experience. Animal faeces, unpredictable animal behaviour and the risk of animal attacks and bites all are possible risks for festival patrons and by maintaining a no pet policy we can all help minimise these risks.

Children and the Kids Space

Some incidents in the past years have shown disregard to or confusion about the function of the Kids Space - The Crib - and so it is important to make this clear. The Crib is not a daycare centre. It is a space for activities, workshops and performances for children and their parents. Under no circumstances should children be left to roam free, or should it be considered acceptable to drop children off, expecting them to be cared for.

If you are part of the Earth Frequency event production in any way, and you plan to bring your child/children to the festival, it is important to prepare adequately for care of your children while you are on shift/duty, whether this is arrangements with a partner, friend or sharing child supervision with other parents.

Sustainability

This year we are taking further steps to create a more sustainable festival. In the lead up to the event all stallholders will be provided with a sustainability information sheet via email. This must be read carefully and shared with all stall employees.

- Food stalls will be required to provide information on their biodegradable serveware prior to the festival.
- Food stalls will also be briefed on-site by our Sustainability Manager before gates open on Friday.
- Please be ready to give your full attention to this quick meeting regarding waste management expectations.